

Registration Information

Overview

- To register for council-sponsored events, individuals, troops, and groups must use the forms specified in each event description. The Spectrum Event Registration form is located on our website under forms.
- A girl who wants to attend an event on her own must indicate this on the registration form. Some events cannot accommodate individuals without an adult.
- Registrations will not be accepted by telephone.

How to Register

Please check in **FOCUS** on the Girls for the exact registration opening dates.

When Registration Begins:

- Registration will begin in **August** for programs running October through December.
- Registration for programs running January through March begins in **November**.
- Registration for programs running April through June begins in **February**.
- Registration for programs running July through September begins in **May**.
- If space is available, registrations with full payment will be accepted up to one month prior to the event (which is when registration closes).

Registration Procedure:

- Complete the Program Event Registration form and the Program Event List of Participants. Incomplete forms will be returned to you for more information before processing.
- Full payment must accompany each registration form. Registration deposits have been eliminated (with the exception of Saddle Up). Please read each event description thoroughly for more information.
- Mail or deliver to: **Girl Scout Commonwealth Council, Event Registrar, P.O. Box 548, Mechanicsville, VA 23111**
- Credit card users may fax their registration form to 804-427-6766. **Make sure your signature and complete card information is on the form.**

Troop Activity Application Process:

- Whenever appropriate, you will receive additional event information as the date of the event nears.
- Registrations will be processed by the date received at GSCC until programs are full. Hand-delivered and faxed registrations **do not** receive preference over mailed registrations.
- We will use a random selections system when the number of registrations received in one day exceeds the maximum for any event.



ENCLOSE FULL PAYMENT WITH EACH REGISTRATION FORM. THE EXCEPTION IS SADDLE-UP.

For Council Sponsored Events:

For council-sponsored day events, troops forward registration and Program Event List of Participants forms to the Council Event Program Registrar, and notify the service unit director at least 72 hours before activity. For overnight activities and non-council-sponsored activities, follow the guidelines presented in GSCCV's *Policies, Procedures, Standards and Guidelines* under "**Group Activities Beyond the Group Meeting Sites.**"

Who May Attend:

Council-sponsored events are designed for Girl Scouts at the age levels indicated throughout this booklet. Some of these activities, such as the National Zoo Trip, are "family events" and may be attended by Girl Scouts, their friends, siblings, and adults. Adults registering may be limited to the appropriate **Safety-Wise** ratios so that the maximum number of Girl Scouts may participate. See *Safety-Wise* pg. 69 for girl/adult ratios. Some events may limit the number of adults to two per troop.

Confirmation:

Confirmations will be sent to participants prior to events.



ALL EVENTS REQUIRE A FIRST-AIDER UNLESS OTHERWISE INDICATED.

Cancellation and Refund Policy

When Event is Full:

If an event fills to capacity, registration will close. You will be notified by mail and your full fee refunded. You will be put on a waiting list and contacted if space becomes available.

If Event is Canceled:

An event may be canceled if registration is too low or if there are unforeseen circumstances. If this happens, you will be notified and we will return your check or send a full refund.

- If an event has less than the minimum number of registrants, it will be canceled on the registration deadline date (usually one month prior to event).
- In the event of inclement weather, an event may be canceled. This is based upon information received from the Weather Bureau or State Police. Announcements may be provided by local radio stations and recorded on the **council's voice mail system**, accessed by dialing 804-746-0590 or 1-800-4SCOUT4.

If Participant Cancels:

- **PRIOR to event registration closing date (1 month prior to event):**

Event fees, minus a \$15 processing fee, will be refunded by the Event Registrar if requested in writing. Please note that the Event Registrar must receive this written request at least one month before the actual event date. Refunds for less than \$15 can be used as payment towards another 2005-2006 *Spectrum* event.

If a Girl Scout cannot attend a council-sponsored event:

Another Girl Scout of the appropriate age level may be substituted for the program.

- **AFTER event registration closing date (1 month prior to event):**

Troops/individuals canceling after the final deadline will not receive a refund. No exceptions.

Still Have Questions?



Contact the Council:

- By phone, 1-800-4SCOUT4 or 804-746-0590
- By fax, 804-427-6766
- Go to our website www.comgirlscouts.org

For program questions call or e-mail:

- Samantha Felton, Outdoor Program Specialist, Pamunkey Ridge Girl Scout Camp, 804-994-9222, Camp Kittamaqund, 804-580-8112
- SFelton@comgirlscouts.org
- Mary Elmore, Program Specialist, 804-764-3329, MElmore@comgirlscouts.org

For registration and space availability questions call or e-mail:

- Karlyn Carroll:
Event Registrar for Pamunkey Ridge Girl Scout Camp
Troop Camping Registrar for Pamunkey & Camp Kittamaqund and Sport Programs
804-764-3353 or kcarroll@comgirlscouts.org
- Sabrina Winfield:
Event Registrar for Camp Kittamaqund, Saddle up, Equestrian Programs at Pamunkey and Sport Programs
804-764-3330 or swwinfield@comgirlscouts.org
- Connie Shackelford:
Program Event Registrar
804-764-3343 or cshackelford@comgirlscouts.org

[Click here to go to forms page
http://www.comgirlscouts.org/ProgramForms.htm](http://www.comgirlscouts.org/ProgramForms.htm)